**Email completed form to** [**generaleducation@mtu.edu**](mailto:generaleducation@mtu.edu)

**AND include copy in the Curriculum Binder.**

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PROPOSAL TO ADD COURSE TO HASS LIST

This form must be completed for any course you propose for the General Education HASS List. Please refer to [the General Education website](http://www.mtu.edu/provost/academic-policies/general-education/) for additional information.

**Course Prefix and Number**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Course Title** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**University Student Learning Goal** (check only one – this goal will be assessed in this course):

Goal 3 Global Literacy \_\_\_\_\_

Goal 4 Critical and Creative Thinking \_\_\_\_\_

Goal 5 Communication \_\_\_\_\_

Goal 8 Social Responsibility and Ethical Reasoning \_\_\_\_\_

**HASS Category** (Check one):

Communication/Composition\* \_\_\_\_ UN1015 is a mandatory prerequisite.

HU/FA \_\_\_\_

SS/EC/PSY \_\_\_\_

HASS Restricted List \_\_\_\_

*\** Please note: Designating Goal 5 *Communication* as a course goal does **not** make the course a HASS Communication/Composition course. See Guidelines for General Education Courses for additional information.

**Course Catalog Description, including credits and repeatability (if any), type of contact hours (e.g., Lec-Rec-Lab), semesters offered, and any enrollment restrictions**:

**Prerequisites**:

For 1000-2000 level courses – Prerequisites are optional

UN1015 \_\_\_\_ UN1025 \_\_\_\_\_

For 3000-4000 level courses

**Mandatory** prerequisites: UN1015\_\_x\_\_ UN1025 \_\_x\_

Other HASS course prerequisites (optional): \_\_\_\_\_\_\_\_\_\_\_\_

In exceptional cases, an additional prerequisite may be approved. Please identify and explain the rationale for another (non-HASS) prerequisite here:

**Evidence**:

1. Please explain how this **course** will meet the learning goal.
2. Include a **detailed description of the assignment** that you believe will best reflect *individual* student learning of this goal. The assignment could be a paper, exam questions, individual project, presentation, etc. A random sample of student work from this assignment will be requested at the end of the semester for assessment of student learning.
3. In the table below, please check which goal *criteria* (at least two **within the goal row**) your assignment addresses. For a list of criteria for each learning goal, refer to learning goal rubrics at [www.mtu.edu/learning-goals](http://www.mtu.edu/learning-goals).

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Goal** \ Criteria | .1 | .2 | .3 | .4 | .5 | .6 | .7 | .8 | .9 |
| **3** Global Literacy |  |  |  |  |  |  |  |  |  |
| **4** Critical & Creative Thinking |  |  |  |  |  |  |  |  |  |
| **5** Written Communication |  |  |  |  |  |  |  |  |  |
| **5** Oral Communication |  |  |  |  |  |  |  |  |  |
| **8** Social Responsibility & Ethical Reasoning |  |  |  |  |  |  |  |  |  |

Current Instructor Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PLEASE ATTACH A COPY OF THE **COURSE SYLLABUS** TO THIS FORM. Your syllabus should follow Senate policies (<http://www.admin.mtu.edu/usenate/policies/p312-1.htm>), which require, among other things, that you list course learning objectives. And these should be stated in terms of measurable student outcomes. For examples of good course learning objectives, please see the CTL syllabus template available at <http://www.mtu.edu/ctl/instructional-resources/syllabus/> . **Your syllabus must also (1) identify the learning goal selected on page 1 of this form and (2) provide a link to the rubric for that goal.**

IF THIS IS A NEW COURSE, ALSO ATTACH A PDF OF THE COMPLETED **COURSE ADD PROPOSAL FORM**.

Approved \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

General Education Council Chair